

# Virginia Wireless E-911 Services Board

## Project Management Monthly Activity Report

Vendor: L. Robert Kimball & Associates, Inc.  
 Region/Locality: Skyline Region  
 Period: 12/28/03 - 01/31/04

Activity Report		
Task	Hours This Period	Comments
<b>Active Tasks</b>		
<b>PSAP STRATEGIC PLANNING (1660)</b>	<b>10.00</b>	
1. Reviewed and revised each PSAP's project plan on periodic basis. Continued to monitor Phase I pending issues moving toward Phase II project tasks. Update database as needed.	6.25	<i>Entire Region:</i> Revised plans to reflect current status, accomplishments, and problems. Determined items to finalize Phase I for PSAPs and to continue deployment of Phase II for PSAPs. Provided more specific details to Sr. Project Manager. Reviewed with PSAPs.
2. Reviewed and coordinated issues with LRK staff, directors/coordinators, and follow up of such.	3.75	
<b>PSAP ASSESSMENTS (1661)</b>	<b>2.25</b>	
1. Reviewed issues with PSAP concerning CPE configuration for acceptance of wireless calls.	2.25	<i>City of Waynesboro:</i> Reviewed status of CPE upgrade and discuss preliminary implementation plan.
<b>FUNDING REQUEST/TRUE UP ASSISTANCE (1662)</b>	<b>2.50</b>	
1. Discussed funding issues with PSAP and WSB staff.	2.50	<i>Augusta County:</i> Reviewed funding with PSAP Director, differentiating between wireless, wireline, and local monies.
<b>LEC/WSP LIAISON (1663)</b>	<b>49.50</b>	
1. Researched status of LECs, trunk orders, equipment issues, and WSPs. Assisted with coordination of efforts. Followed up on all pending issues and concerns. Some task overlap with Acceptance Testing task items.	49.50	<i>Entire Region/Individual PSAPs:</i> Coordinated testing with WSPs, PSAPs, and LRK staff. Reviewed TVWs prior to test dates. Facilitated testing. Follow up on pending test issues. Updated PSAP information with such. Continued to review CMRS reports and validate. Contacted all carriers to review status of each PSAP. Followed up on discrepancies. Reviewed status with LRK staff. Involved meetings, calls, and/or e-mails with LEC, PSAPs, and WSPs. See attached PSAP Status Update for specific PSAP tasks and accomplishments.
<b>INSTALLATION OVERSIGHT (1614)</b>	<b>0.00</b>	
<b>CUT-OVER ASSISTANCE (1664)</b>	<b>0.00</b>	
<b>SYSTEM IMPLEMENTATION (1641)</b>	<b>0.00</b>	
<b>MAPPING/GIS ASSISTANCE (1642)</b>	<b>4.00</b>	
1. Assisted PSAPs with display product issues.	4.00	<i>Augusta County:</i> Researched information about OSSl mapping product and plotting of coordinates.
<b>PROJECT REPORTING (1652)</b>	<b>15.00</b>	
1. Prepared report outlining pertinent information for each PSAP for monthly report. Submitted for review.	15.00	<i>Entire Region:</i> Collected information and prepared monthly report for WSB. Necessitated work to clarify WSP reported information. Reviewed with supervisor. Updated database.

<b>TRAINING (1665)</b>		<b>0.00</b>	
<b>ACCEPTANCE TESTING (1615)</b>		<b>47.00</b>	
1. Coordinated and facilitated testing efforts with PSAPs and carriers. Assisted with resolution of problems. Followed up on pending issues. Some task overlap with LEC/WSP Liaison task items.		47.00	Entire Region:
<b>TOTAL HOURS</b>		<b>130.25</b>	
<b>Completed Tasks</b>			
PSAP Assessments	Entire Region		
Equipment Installations/Upgrades			
Deployments			
FY 02 True Ups Submitted	Entire Region		
FY 03 Requests Submitted	Entire Region		
FY 03 True Ups Submitted	Entire Region		
FY 04 Request Submitted	Entire Region		
FY 95 Request Submitted	Entire Region		
<b>Issues of Importance / Accomplishments</b>			
Equipment Installations/Upgrades Pending - To be included in monthly update of deployment matrix			
Deployment Issues - To be included in monthly update of deployment matrix			